

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Accountant I Specialist (Salary: \$ 2870 - \$3488)**
Will also consider Accounting Technician (Salary: \$2638 - \$3209)
Permanent, Full Time

Location: Department of Veterans Affairs
 CDVA Accounting Office
 1227 "O" Street
 Sacramento, CA 95814

WHO SHOULD APPLY:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. [To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at http://www.spb.ca.gov.](#)

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under the general direction of the Accounting Administrator I (Supervisor) audit incoming bills/invoices for Department operating expenses and repossessed properties, schedule invoices for payment to State Controller's Office or forward for issuance of revolving fund checks, perform daily reconciliation of CalStars activity, process service revolving fund invoices for SCO transfers, and resolve printer problems with assistance from ISD. Specific duties:

- Perform complex audits of incoming bills/invoices for Department operating expenses and repossessed properties to ensure charges are legitimate and properly authorized. Run trial balance reports, schedule invoices for payment to State Controller's Office or prepare for issuance of revolving fund checks, if required. Analyze and reconcile document file of payables and encumbrances for proper coding, payment and final clearance of accounts. Prepare year-end accruals at June 30 to be included in the financial statements for up to four funds.
- Research more complex payment issues and assist vendors in resolving payment issues. Process Service Revolving Fund invoices for SCO transfers on Farm and Home direct transfer items and post accordingly. Note corrections and forward to Sr. Accounting Officer for correction letter.
- Provide back-up to the Revolving Fund desk and "batch control" desk and other payables functions with the Accounting Office to ensure that daily and monthly deadlines are met. Research, compile data and prepare reports as required by Management. Assist with providing basic MITAS training to entry level staff. Maintain desk procedures manual.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814

Attn: Margaret Williams Ref: M80#201 08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 201 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: April 10, 2009

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO831-461-4177-
RELEASED: 3.24.09